

POSITION GUIDE  
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Clerk

PAY PLAN/SERIES/LEVEL - NF-0303-2

MAJOR DUTY DESCRIPTION

Performs a variety of administrative and clerical functions in support of the lodging activity to which assigned. Receives and reviews incoming documents for completeness. Tracks and coordinates actions. Sets up and maintains office files. Responds to customer inquiries and complaints providing general information and assistance concerning office function, established procedures, etc.

May perform a variety of complex typing.

QUALIFICATION REQUIREMENTS

Progressively responsible clerical experience. Basic computer skills. Ability to type 40 words per minute. (when the complex typing is a requirement).